

## Town of Reading 16 Lowell Street Reading, MA 01867-2683

## Sign Permit Application Flow Chart

**Step 1**: Check zoning map to learn zoning district. <u>Zoning map on Planning webpage</u>. Consult Reading Zoning By-Laws for requirements on location and size (Section 6.2).

## Business A & C (south Main St.)

Business B (downtown, 128 rotary area)

Meet with Building Inspector for initial review (optional but recommended, office hrs listed below).

Complete and submit Sign Permit application with Sign Permit Fee.

Submit to Building Inspector in the Community Services Department at Town Hall. Review takes **2-14 days.** 

If Sign Permit is approved by Building inspector, install the signage.

Review takes 2-14 days

Meet with Building Inspector or Town Planner for initial review (optional but recommended). Work on sign design with sign maker but do not construct.

Submit application for Certificate of Appropriateness (COA) *without fee* to the Town Planner. COA available at the Community Services Department at Town Hall and on the website.

Submit COA Application at least **7 days** before CPDC meeting. CPDC meets bi-monthly on Mondays.

Receive notification of Community Planning and Development Commission (CPDC) hearing date & plan to attend.

Attend CPDC hearing on COA.

Once COA is approved, the COA, Sign Permit Application & fee are submitted to the Building Inspector. Install sign once Sign Permit is issued.

Review takes 2-14 days, submit to Building Dept. in Town Hall.

Sign Permit Application Fee: \$12 per \$1,000 total value of construction (min \$110 fee)

Town Planner: 781-942-6612

Building Inspector: 781-942-6613 Office Hours: M 7:00-8:30 AM & 12:30-1:30

T 7:00-8:30 AM & 5:00 - 6:30 PM

W 7:00 - 8:30 AM

Th 7:00 - 8:30 AM & 12:30 - 1:30 PM

Closed on Fridays

\*Note: Changes to approved Certificates of Appropriateness may be eligible for Administrative Review without a hearing with the CPDC. Check with Community Services staff.